

Council: Job Role Descriptor

Job Role:	Documentation Officer
Service:	Museums
Reports to:	Curator
No. of Subordinates:	No staff, volunteers
HR USE ONLY	
Job Role Ref:	BUS0194G
Job Family:	Business Support
Grade:	Band E

JOB ROLE PURPOSE

To continually improve the documentation of Wirral's arts and museums collections to improve collections accessibility and support the development of the exhibition programme.

KEY TASKS

1. Responsible for the collections management systems, accessions registers and physical & digital documentation, and tracking collection movements both within museum buildings and elsewhere, both within and outside Wirral Council.
2. Responsible for managing the volunteer programme that supports the management and care of the collections, which may include student or work experience placements.
3. Undertake research on the collections to increase the level of documentation and develop initiatives to support collections research and dissemination of information.
4. Assist with monitoring environmental conditions within museum buildings and the condition of work in museum collections, both on display and in store.
5. Responsible for liaising with borrowing institutions, condition checking, preparation and packing for items being loaned from Wirral Museums collections.
6. Support the Curator in the identification of work for exhibitions and responsibility for all transport, unpacking, condition checking & monitoring and repacking work received on loan from other collections.
7. Work with Risk Management to ensure audit and insurance documentation is complete and current.
8. Maintain awareness of local, national and international issues affecting museum services, and of good practice in the fields of collection care, seeking to apply this as appropriate
9. Undertake any specialist and/or general training as required by the post.

- 10. If required, act as courier for items from Wirral Museums collections, overseeing their transport and handling while on loan.
- 11. Respond as practicable to emergencies affecting Wirral Museums collections on all sites.

KEY RESPONSIBILITIES

People

Work closely with colleagues to support the development of the exhibition programme with identification of objects and research.

Manage the volunteer programmes for stores audits and repacking of the collections.

Financial

There are no financial responsibilities associated with this post.

Strategic

Contribute to the delivery of Wirral Museums Strategic plans in the broadening of access to collections.

Resources

Support the Curator in collections care including environmental monitoring and identification of areas of concern.

Planning and Organising

Responsible for managing and prioritising own workload in line with the work programmes of colleagues.

Organise the work programmes for volunteers.

Decision Making

Responsible for decisions on the deployment of volunteers in the completion of stores audits and repacking of collections.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Relevant degree or equivalent

- Relevant museums qualification

Knowledge & Skills:

- Understanding of best practice in collection care and management
- Knowledge of SPECTRUM standards for museum documentation
- Excellent organisational skills
- Excellent verbal and written communication
- Excellent IT skills

Experience:

- Experience of managing volunteers
- Experience of handling, condition checking & packing art and museum objects

Desirable Criteria

Qualifications:

- Relevant post-graduate qualification

Knowledge & Skills:

- Knowledge of preventative conservation
- Knowledge of MODES collection management software
- Willingness to acquire specialist knowledge of Wirral Museums collections

Experience:

- Experience of collections research
- Experience of liaising with range of individuals and organisations such as lenders, borrowers, insurers, conservators and transport agents

ADDITIONAL WORK ELEMENTS

Willingness to work occasional evenings and weekends.

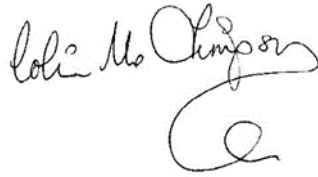
NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

A handwritten signature in black ink, appearing to read "Colin McQuinn". The signature is written in a cursive style with a large, stylized initial 'C' at the end.

Date 29-03-2021